

SCHEDULING REQUEST FOR THE FIRST LADY OF IDAHO

Requested by (Name):
Telephone Number:
Email:
Staff to Accompany First Lady:

(Use for Staff Only)

Please Send Request To:
Office of the Governor
First Lady Vicki Risch
P.O. Box 83720
Boise, Idaho 83720-0034
Fax: 208-334-3454
Phone: 208-334-2100
E-mail: jandrews@gov.idaho.gov

Please attach a copy of the agenda, the invitation, and any other details or background

Request: (circle) Meeting Keynote Remarks Welcome Honoree Other:

Primary Contact:

Phone:

Mobile Number:

Email:

Event Details

Hosting Organization:

Name of Event:

Date & Day:

Event MC:

Start and End Time:

Attire:

Suggested Time First Lady Arrives:

Time First Lady May Depart:

Other Prominent Guests:

*Please include short biographies on accompanying page(s)

Where First Lady Will Be Seated:

Governor to Attend? Yes/No

Directions, Address and Entrance:

Purpose of Event or Meeting:

Media Present: Yes/No Details:

Speaking Details

Type and Size of Audience:

Topic Preference/Talking Points:

Time Allotted to Speak:

Who will Introduce the First Lady?

Who Else is Speaking?

Scheduling Policy

1. The First Lady is unable to commit to events or requests more than six weeks in advance. Please plan accordingly.
2. Prior to including the First Lady as an attendee in a news release or printed materials, please contact the scheduling office for approval.
3. Considering the official duties of the First Lady as well as current events, the First Lady may need to rearrange her schedule. Due to her multiple responsibilities and other factors, it is always possible that she may not be able to appear as planned. In such cases, we respectfully request your understanding and apologize for any inconvenience.
4. Please assign a sole point of contact in order to avoid inconsistencies and misinformation.